

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #7
9 February - 15 February 1956

DATE: 15 February 1956

1. SIGNIFICANT ITEMS - None.
2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 8 February, there were 35 people enrolled in Clerical Induction Training and 20 enrolled in Clerical Orientation.

(2) To meet a request originally made by ORR for instruction in certain phases of mathematics, [] will start a class in Principles of Mathematics on 28 February. The class will be composed of personnel from ORR and OCR, and will cover particular aspects of mathematics that are needed by individuals in completing statistical reports. Instruction will be given for one hour, two days a week, and will continue for three or four weeks.

(3) It will not be possible to hold the eight-week Non-Clerical Basic Typewriting class, popularly known as the "early-bird class," this spring. [] has contacted training liaison officers to explain the need for this cancellation and to express the hope that the course can be offered in the fall.

b. Basic Orientation

(1) Approximately 150 persons in addition to the Basic Orientation class attended the Intelligence Products Exhibit on Tuesday, 14 February. The Graphics Arts section of ISB/TR prepared an excellent exhibit on the mission and functions of the Office of Research and Reports for this showing of the Exhibit.

c. Management Training

(1) More than 18 students have been nominated for Basic Supervision #16, the extra presentation commencing 5 March. Because of the oversubscription which occurs with every presentation of this course, it has been impossible to meet all the demands of the components, even by offering extra presentations. Therefore, for Basic Supervision #16, two slots which would normally have been assigned to OTR have been reserved for FI/[]

25X1
25X1
25X1

JOB NO. [] BOX NO. [] FLD NO. [] DOC NO. [] NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S [] RET. JUST. 22
NEXT REV DATE 09 REV DATE 04-0-77 REVIEWER [] TYPE DOC. 02
NO. PGS 7 CREATION DATE [] ORG COMP 11 OPT 11 ORG CLASS S
REV CLASS C REV COORD. AUTH: HR 70-3

~~SECRET~~

25X1 (2) On 14 February, [] and [] attended the monthly meeting of the Training Officers' Conference. The presentation, "How Organizational Climate Affects Training," was given by Dr. James Mosel, Professor of Psychology, George Washington University. Dr. Mosel stressed the matter of "gluing in the training," that is, of motivating a student to use his training. The practice in Basic Management and Basic Supervision has been to require each student to outline the steps he intends to take to improve management in his office, and in the light of Dr. Mosel's remarks, Management Training is considering whether more emphasis and time should be placed on "gluing in."

(3) All Management Training instructors plan to attend selected sessions of the annual meeting, American Society for Public Administration, which will be held in Washington at the Statler about the middle of March.

d. Administrative Training

(1) The first phase of Operations Support ended on Friday, 10 February, with eleven students departing. Two new students reported on Monday for the last three-week portion of the course, making a total enrollment of 29.

25X1 (2) [] attended the Dependents' Briefing on 7 February.

25X1 (3) [] lectured in the Basic Orientation Course on DD/P Organization, and Espionage and Counter-espionage, respectively.

e. Orientation and Briefing

(1) The twelfth Dependents' Briefing program was conducted on Tuesday, 7 February. Thirty-three attended.

25X1 (2) [] Administrative Officer, Security Office, discussed with the Chief, OB, future programs of Security for which his services would be requested. The first of these will be on Monday, 27 February, for "new agents." Shortly afterward (date not yet established), the participation of the Chief, OB, will be requested for a special program for veterans in Security who will be brought back to Headquarters for special orientation.

(3) Two consultants from the National Security Agency will attend one of the Introduction programs in the near future.

(4) The Chief, OB, went to Fort Meade on Monday, 13 February, to conduct a three-hour presentation in a new program of the NSA.

[]

~~SECRET~~

CONFIDENTIAL

25X1

25X1